



**Lewistown JSEC**  
Meeting Minutes  
December 13, 2012

Prepared by Kristin Rutten, JSEC Coordinator

In Attendance

Oscar Cantu	Roy Jones	Kristin Rutten	Karen Sweeney
Jeff Evans	Steve Phillips	Lauri Tognetti	Stephen Taylor

Absent

Terri Hall

Previous Month's Meeting Minutes

Lauri moved to approve the minutes for the October 4, 2012, and November 1, 2012, meetings. Jeff seconded. Motion carried.

Treasurer's Report

Stephen reported the current bank balance is \$3,518.92, which represents no change from the prior month. He is currently working to input all 2012 bank statements into Quickbooks and expects to have a report for the year ready in January 2013. Steve made a motion to accept the Treasurer's Report. Jeff seconded. Motion carried.

JSEC Coordinator's Report

Kristin mentioned that several other JSECs in the state are currently soliciting nominations for an "Employer of Choice Award," suggesting this may be something our group would like to consider doing in the future. Additionally, the next Lewistown Assistance for Business Clinic is tentatively scheduled for September 19, 2013.

Job Service Report

Roy reported Job Service currently has 60 openings listed, which is about 40 less than in the summer months but represents a typical pattern for this time of year, perhaps even a few more jobs than the same time last year. He shared several employment-related resources with statistics such as county rank, unemployment rates, etc. More of this type of information is available online at [www.ourfactsyourfuture.org](http://www.ourfactsyourfuture.org). He also elaborated upon Job Service's current role regarding the processing of Unemployment Insurance claims.

Old Business

**New Member Recruitment:** Steve moved that we accept Karen as an official member of our group. Lauri seconded. Motion carried. Those present were reminded to try to make contact with their proposed new members and invite them to a future meeting.

**Steve Beck Seminar:** Based on the results of the email survey conducted last month with the committee, Steve moved that we contract with Steve Beck to provide two half-day sessions of the group's highest ranked choice seminar, Effective Communication Skills. Jeff seconded. After some discussion, Lauri made a motion to amend the original motion to instead request one half-day session of Effective Communication Skills and one half-day session of the committee's second highest-ranked seminar, Life-Work Balance. Stephen seconded. Motion carried. Amended motion also carried.

It was decided to again pursue business sponsors to help fund the seminar. Kristin moved we solicit \$500 sponsorships with a goal of obtaining 10 sponsors (8 cash sponsors plus two \$500 media sponsors). In exchange ,

each sponsor would receive 5 free seminar tickets. Steve seconded. After some discussion, Steve offered an amendment to the motion to provide for three sponsorship levels – Gold (\$1000 donation, 10 free tickets); Bronze (\$500 donation, 5 free tickets); Silver (\$250 donation, 2 free tickets.) Amended motion carried. In addition to the allotted number of free tickets, sponsors will be publicized in all event materials, as well as on a banner displayed at the seminar. Media sponsors will be asked to provide their level of sponsorship in the form of advertising space. **Kristin** agreed to create and email to the group an informational flyer for the committee's use in soliciting sponsors.

In the coming month, **all members** are to solicit sponsorships from businesses with whom they have a connection and are also asked to email the group as contacts are made or results achieved to avoid duplication of efforts. **Kristin** indicated she would contact the News-Argus; **Karen** volunteered to connect with Northwestern Energy; and it was suggested that **Terri** could touch base with KXLO-KLCM Radio. **Lauri** will get confirmation from the Yogo Inn; **Steve** will take responsibility for Hi Heat; **Jeff** will act on behalf of Lewistown Honda. **Kristin** will also get in touch with Steve Beck to update him on our plans and work on scheduling the seminar date.

#### New Business

No new business.

The meeting adjourned at 1:05 p.m. The next meeting is scheduled for Thursday, January 10th at Noon at the Lewistown Job Service.